Revised 9-12-00 replaces Revised 3/31/99 replaces 3/15/99 version.

Process	***Add a New Vendor***
Process Number	***AP-001***

Description of Process

This process will be used by agency users to add a new vendor or an employee to the Statewide Vendor file. In order to process payments in Accounts Payable, the recipient of the payment must be established as a vendor (i.e., travel, rents, regular payments, etc). Users are permitted to add vendor information in PeopleSoft in an "unapproved" status. The FSS Vendor Maintenance Group will "approve" all vendors.

Users are also permitted to enter vouchers to a vendor with an "unapproved" status however; system checks and express checks can only be produced for vendors with an "approved" status. The effective date on a vendor location must also be less than the accounting date on the voucher in order for a system check to be produced. For example: if the Vendor Location Effective Date is September 1, 2000 and the Voucher Accounting Date is September 15, 2000 then a system check can be produced for this "approved" vendor.

Users should first try thoroughly searching by TIN/FEI number and alphabetically by vendor name to confirm that the vendor does not already exist in PeopleSoft before any vendors are added.

Input to Process

Agency receives invoice and/or billing information from a vendor (including state employee) that does not exist in the vendor file and is expecting to receive an expense payment. This vendor must be entered to the vendor file.

Output of Process

Unapproved vendors ready for review by Financial System Solutions Vendor Maintenance Group.

Service Level Agreement Required? (if yes, provide a brief description)

Financial System Solutions Vendor Maintenance Group will research and approve each vendor by the end of the next business day.

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Administer Procurement – Maintain Vendors – Use – **Vendor Information**
Reports – Custom	Vendor Book – Alphabetic sort by Long Name

Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1:</u> <u>**Receive Invoice and/or Billing Information**</u> Agency user should verify that the vendor does not already exist in the Statewide Vendor File. This can be accomplished by searching the vendor file by FEI number, vendor short name, or vendor long name.	Agency

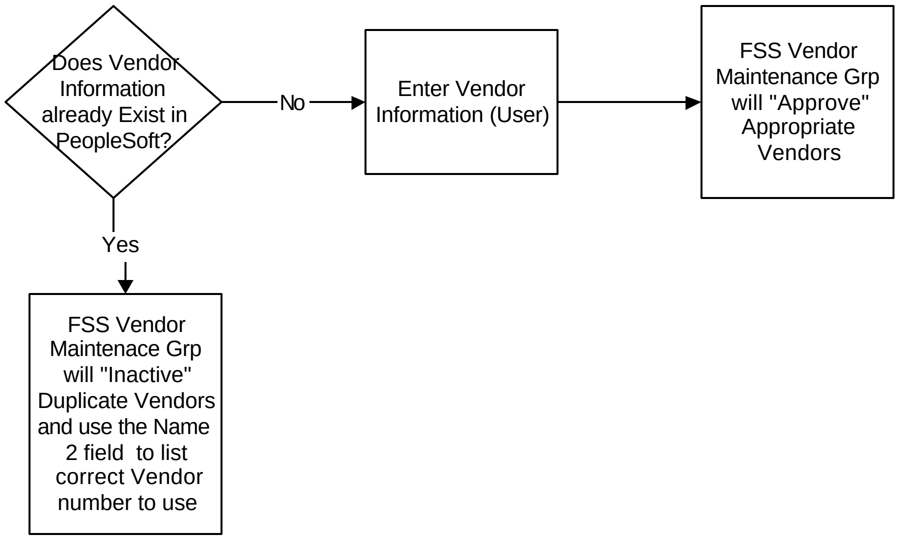
Process Description	Responsibility (Agency/Centralized)
Step 2: **Enter New Vendor Information** Agency users will enter vendors into PeopleSoft system in an "Unapproved" status. Agency state employees who plan to receive travel payments must be entered as vendors in the PeopleSoft system. There are eleven panels associated with Vendor Information. Agencies must complete data entry only for the following panels: Identifying Information, 1099 Vendor Information (is a panel accessed from within Identifying Information), Location, and EFT Payment Options (if applicable). For all of the other panels, agencies should review default values. On Identifying Information panel, Name 1 and ShortName are system required. Name 1 will appear on system checks unless a Payment Alternate Name is entered on Location panel. Agencies must develop an employee name format to be used in the Name 1 field (i.e., First name Last name). The ShortName naming standards are that the vendor name or partial name using up to the first 10 characters of that vendor name will be used; no spaces are permitted. If multiple vendors have assigned the same ShortName then the system will sequentially assign a numeric value beginning with 001 at the end of the ShortName. If a person's name or a state employee is established as a vendor, the ShortName naming standard is to use the first 5 characters of the Last name followed by the first 5 characters of the First name (i.e., Name 1 = JIMMY HENDERSON, ShortName = HENDEJIMMY). Exempt Words and Symbols include Company, Associates, Incorporated, Enterprise, of, the, ?,/,*, @, and etc. States should be abbreviated to two characters using the standards set by the Postal Service (i.e., Georgia = GA). Classification and Persistence must also be entered. Classification is Supplier or Employee (whichever is applicable). Persistence is Regular, One Time, or Permanent. Most vendors should be set as Regular; One Time Vendor can only be used once and when the voucher is saved, the system will update the Status to "Inactive"; Permanent Vendor should be used for Vendors that are paid infrequently and these vendors can never be purged from the vendor file. Status will be set as "Unapproved". Open for Ordering should be selected. Vendor Relationships are optional. The 1099 check box should be selected for 1099 applicable vendors. When the magnifying glass next to 1099 is pressed, the 1099 Vendor Information panel is accessed. On the 1099 Vendor Information panel, 1099 Code (i.e., 01= Rents, 02= Royalties, 03 = Prizes, etc.) and Reporting Address Control ID information are system required (office address should be used for an employee). All 1099-applicable Vendors should have 1099 Reporting Address information to enter here. The Control ID is the first 4 characters of the Vendor Name 1.	Agency

Process Description	Responsibility (Agency/Centralized)
Step 2: **Enter New Vendor Information, continued** Effective Date should be the current system date, enter Tax Identification Number ID (FEI) for a vendor and enter Employee ID number for an employee with a Type of SSN. The Tax Identification ID is required for any vendor that will receive Travel or Per Diem. Percent Withheld should default to zero. Status should be Active. Select Notified Twice of Invalid ID or Direct Sales > $5000 if applicable for this vendor. On Location panel, Descr is system required. At least one location must be identified as the default Ordering, Invoicing, and Remittance location for each vendor. Effective Date defaults to current system date. Status should be Active. Address 1,2,3,4, City/Twn 1, St/Prov, Postal, and Country should be entered (if applicable). Only Address lines 1,2 and 3 will print on the outside of the system check to accommodate the windowed envelopes that most agencies use to enclose additional paperwork with the vendor's check. City/Twn 1, St/Prov, and Postal will print on system generated checks. City/Twn 2 is optional and does not print anywhere. An employee's office address must be entered for an employee vendor. Country defaults as USA. Phone information and Payment Alternate Names are optional. When the Names button is pressed, a Payment Alternate Name to print on system checks can be entered. Multiple address information can exist for a vendor. Each unique location will be system assigned a Location number beginning with 001. If a particular location is deleted, the next location added to that vendor will be assigned the next sequential number and not reuse the deleted location number. EFT Payment Options panel should be completed if electronic payments are generated to this vendor (including employee as vendor). See Enter EFT (EDI) Vendor Process Definition for further information.	Agency
Step 3: **Approve New Vendors** This function will be performed by Financial System Solutions Vendor Maintenance Group by the end of the next business day.	Financial System Solutions Vendor Maintenance Group
Step 4: **Review Vendor Information** Review vendor information panels (GO – Administer Procurement – Maintain Vendors – Inquiry – Vendor Information).	Agency

Forms Used with Process

None

Process Flow Diagram (if appropriate):



APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			11-17-00
Mindy Byram	Design Analyst			11-17-00